

**Van Buren County Brownfield Redevelopment Authority  
Regular Meeting Minutes  
April 10, 2019**

**Board of Commissioners Room, 2<sup>nd</sup> Floor Administration & Land Services Building,  
219 E Paw Paw St, Paw Paw MI 49079**

**1. Call to Order and Determination of Quorum**

At 3:30 pm, by Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

**Board Members Present (7):** Chair Lisa Phillips, Vice-Chair Jan Petersen, Gail Patterson-Gladney, Cynthia Compton, Zachary Morris, Katie Strohauer, Sarah Moyer-Cale; **Board Members Absent and Excused (2):** Kate Hosier, Jeff Mills; **Board Vacancies: (0).** A quorum (7 of 9) is initially present and remained until Item 8d.

**Others present:** Secretary-Treasurer Wayne Nelson, Environmental Consultant Erik Peterson, Marketing Consultant Pamela Jackson, Michael Gurnee from the MDEQ, Marilyn Smith a Certified Grant Administrator representing the City of South Haven.

**2. Approval of Agenda**--The Chair's agenda was adopted by unanimous consent

**3. Approval of Minutes of Regular Meeting held February 13, 2019**

Motion by Moyer-Cale, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held February 13, 2019, as presented. Approved by a vote of 7-0.

*Note: The regular meeting scheduled for March 13, 2019, was canceled for lack of quorum.*

**4. Public Comment**—Michael Gurnee, Regional Brownfields Administrator for the MDEQ, commented on the current status at MDEQ, notably that Erica Bays is now the project coordinator for areas including Van Buren County.

**5. Correspondence**—None

**6. Secretary-Treasurer's Report**

- a. Nelson presented a written report with verbal comments. Motion by Patterson-Gladney, supported by Morris, to accept same. Approved by a vote of 7-0.

- b. The following invoices were presented for approval:

<i>Amount</i>	<i>Vendor</i>	<i>Invoice #/Date</i>	<i>Reason</i>
\$ 327.00	Envirologic	#05335 2019-03-11	Community Outreach
210.00	Envirologic	#05336 2019-03-11	67901 Red Arrow Hwy; cleanup planning
262.50	Envirologic	#05384 2019-04-05	Community Outreach
6,000.00	Envirologic	#05385 2019-04-05	507 W Michigan PP, Eligibility & Phase I ESA
<u>3,000.00</u>	Envirologic	#05386 2019-04-05	413 W Delaware Decatur, Phase I ESA
\$ 9,799.50	Envirologic Sub-Total		
<u>3,885.00</u>	Wayne Nelson	#1969 2019-03-31	Staff Services 2018-10-01 to 2019-03-31
\$ 13,684.50	Total of All Invoices		

Motion by Morris, supported by Moyer-Cale, to approve payment of the five Envirologic invoices totaling \$9,799.50. Approved by a vote of 7-0.

Motion by Compton, supported by Patterson-Gladney, to approve payment of the Wayne Nelson invoice totaling \$3,885.00. Approved by a vote of 7-0.

## 7. New Business—

- a. **Arlington Winery**--Erik Peterson reported that Andy & Janet Lawrence, who submitted an application for a parcel in Arlington Township at 35375 CR 215, have not moved further with the Development Agreement and Application Fee.
- b. **Marrone Michigan Manufacturing LLC**—This potential project, discussed at the September 12, 2018, meeting, remains pending with an internal project approval process in progress.
- c. **Former Paw Paw Plating Site**--Member Sarah Moyer-Cale, also the Paw Paw Village Manager, reported on the former Paw Paw Plating property owned by the Village of Paw Paw. She noted that a short and easily understood summary of the known environmental issues and available resources would be very helpful in marketing the parcel. Motion by Petersen, supported by Strohauser, to allot up to \$500 for Envirologic to prepare such a summary. Approved by a vote of 6-0, with Moyer-Cale abstaining due to her status as Paw Paw Village Manager.
- d. **City of South Haven**--Erik Peterson introduced Marilyn Smith who represents the City of South Haven. She explained how use of our EPA grant funds would leverage federal and city housing grant funds to identify hazardous materials in owner-occupied homes and ultimately rehabilitate those homes resulting in blight abatement and an improved target neighborhood. Erik Peterson noted that our EPA liaison John Jurevis is supportive of such use of EPA funds and did approve eligibility. Motion by Patterson-Gladney, supported by Moyer-Cale, to approve Work Order #22 for \$10,400 from the EPA Grants budget for Envirologic to conduct one asbestos survey and two lead inspection/risk assessments in the City of South Haven. Approved by a vote of 7-0.

## 8. Old Business

- a. **EPA Grant Status**—Erik Peterson presented an updated report on the EPA Grant financial status.
- b. **Midwest Property, LLC**--Since the last meeting we have received the \$2,500 application fee and a signed Development Agreement. Erik Peterson shared some of the progress of the initial work on this project.
- c. **MK Concrete Construction LLC**-- Since the last meeting we have received the \$1,000 application fee and a signed Development Agreement. Erik Peterson shared some of the progress of the initial work on this project and noted that the applicants have completed purchase of the parcel.
- d. **Member leaves**—Zachary Morris departed the meeting at 4:20pm, reducing the quorum to 6 of 9.
- e. **67902 Red Arrow Highway, Hartford Township**—Peterson reported that he continues to attempt to resolve differences in vision between the property owner and the MDEQ. He will attend a meeting of the Hartford Township Board on the project.
- f. **05585 Blue Star Highway, South Haven Charter Township**—Peterson is working with the project owner on the Brownfield Plan documents and reported some slow progress.
- g. **Community Outreach Plans**—Marketing Consultant Pamela Jackson led a discussion on community outreach efforts, proposals and ideas, and the current status of meetings attended and anticipated. She presented three new Project Profiles, summaries of successful VBCBRA projects that can be used in marketing efforts.

## 9. Current Brownfield Plans Update

- a. **Mattawan Commercial**—The developer continues to attempt to find a tenant for the project. The obsolete building on the site has been removed. The developer has submitted a reimbursement request for demolition costs, but the supporting documentation seems insufficient.
- b. **Paw Paw Brewing—Final Reports/Closeout**  
A review by the MDEQ staff will determine if additional documentation is required and has not yet been received.

## 10. Adjournment

There being no additional business, Chair Phillips adjourned the meeting at 4:40pm.

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Wayne Nelson, Secretary-Treasurer  
Van Buren County Brownfield Redevelopment Authority

### Acronyms used in BRA Minutes:

<b>Acronym</b>	<b>Type</b>	<b>Meaning</b>
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
DEQ or MDEQ	Agency	Michigan Department of Environmental Quality
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC	Agency	Van Buren County Board of Commissioners
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan